

CHANGES IN THE 2013-2015 COMMISSIONER'S PLAN

Unless otherwise indicated, all changes are effective September 21, 2013.

CHAPTER 1 – COVERAGE

No change.

CHAPTER 2 – HOURS OF WORK AND OVERTIME

Changes in Employment Condition. Move language from Chapter 8, Employee Development and Career Advancement for a better fit.

CHAPTER 3 – HOLIDAYS

Eligibility. Delete student workers to make them eligible for holidays like all other represented student workers.

CHAPTER 4 – VACATION LEAVE

Eligibility. Delete student workers to make them eligible for vacation like all other represented student workers.

Vacation Leave Liquidation. Added language stating that employees who meet eligibility criteria will have their vacation deposited into a health care savings account effective beginning January 1, 2014.

CHAPTER 5 – SICK LEAVE

Eligibility. Delete student workers to make them eligible for sick leave like all other represented student workers.

Usage. Add language that references July 2, 2013 letter regarding usage of sick leave resulting from legislation.

CHAPTER 6 – OTHER LEAVES OF ABSENCE

Military Leave. Update language to reflect current statutes and their requirements.

CHAPTER 7 – PROBATIONARY AND TRIAL PERIODS

No change.

CHAPTER 8 – EMPLOYEE DEVELOPMENT AND CAREER ADVANCEMENT

Changes in Employment Condition. Delete and move language to Chapter 2.

CHAPTER 9 – LIMITED INTERRUPTIONS OF WORK AND PERMANENT NON-DISCIPLINARY SEPARATIONS

No change.

CHAPTER 10 – SENIORITY, LAYOFF, AND RECALL

No change.

CHAPTER 11 – DISCIPLINARY ACTION

No change.

CHAPTER 12 – RESOLUTION OF DISPUTES

No change,

CHAPTER 13 – INSURANCE

Same insurance changes as have been agreed to with the other bargaining units.

CHAPTER 14 – SALARY ADMINISTRATION

General Salary Increase. Employees covered by this Plan shall receive a salary increase of three percent (3%), rounded to the nearest cent per hour effective July 1, 2013. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2014, all employees covered by this plan shall receive a salary increase of three percent (3%) round to the nearest cent per hour. This salary increase also applies to employees whose rates of pay exceed the new maximum of their salary range with the exception of the following employees:

Examination Monitors, Insufficient Work Time Employees, and employees whose salaries are set in statute.

Performance-Based Salary Increases. Effective January 1, 2014 and December 31, 2014, and the pay period in which January 1 occurs each January thereafter, an employee who is in a position covered by this Plan on the previous day is eligible for a performance-based salary increase of up to 3.5% if the employee's current rate of pay does not equal or exceed the maximum rate of pay of the new salary range.

Effective January 1, 2016, the aggregate salary increases granted to employees in an agency shall not exceed three and one-half (3.5%) of the aggregate salaries of eligible employees in the agency.

Hiring Incentive. Add language to increase the hiring incentive allowing the Appointing Authority and with the approval of the Commissioner of Minnesota Management & Budget, to offer a hiring incentive of up to \$7,500 to encourage a candidate to accept an appointment in a difficult to fill position where an incentive is necessary to attract a qualified individual.

Achievement Awards. Add clarifying language to allow for team achievement awards as well as individual awards.

Severance Pay. Add clarifying language effective January 1, 2014, an employee who is laid off or dies shall receive severance and vacation payout in cash.

Severance Pay. Add clarifying language that for budget reasons, an Appointing Authority may elect to distribute the severance payment and vacation payment over a period of up to two years from the date of separation effective January 1, 2014.

Medical/Dental Expense Account. Add language that states, "the maximum amount of salary reduction contributions allowed per calendar year under Section 125 of the Internal Revenue Code or other applicable federal law" to comply with current and future federal law changes.

Mobile Device Allowance. Add new section allowing employees to receive an allowance for a mobile device per the State of Minnesota's Mobile Device Usage Policy and Agreement Policy.

CHAPTER 15 – EXPENSE REIMBURSEMENT

Other Travel Expenses. Clarify work location language for breakfast, lunch and dinner.

Other Travel Expenses. Add language to update meal reimbursement amounts effective January 1, 2014 to:

Breakfast - \$9.00
Lunch - \$11.00
Dinner - \$16.00

And for high cost metropolitan areas:

Breakfast - \$11.00
Lunch - \$13.00
Dinner - \$20.00

Other travel Expenses. Add language to include Fort Worth (with Dallas).

CHAPTER 16 – RELOCATION EXPENSES

Mandatory Reimbursement. Add clarifying language for required reimbursements.

CHAPTER 17 – HOUSING

No change.

CHAPTER 18 – EMPLOYEE SAFETY

No change.

CHAPTER 19 – WORKERS' COMPENSATION; INJURED ON DUTY PAY

No change.

CHAPTER 20 – AMERICANS WITH DISABILITIES ACT

No change.

CHAPTER 21 – EARLY RETIREMENT INCENTIVE

No change.

APPENDIX A – GLOSSARY

No change.

APPENDIX B – VACATION LEAVE PRORATION SCHEDULE

No change.

APPENDIX C – SICK LEAVE PRORATION SCHEDULE

No change.

APPENDIX D – HOLIDAY PRORATION SCHEDULE

No change.

APPENDIX E1 – SALARY RANGE ASSIGNMENTS

Classes and salaries as of July 1, 2013.

APPENDIX E2 – SALARY RANGE ASSIGNMENTS

Classes and salaries as of July 1, 2014.

APPENDIX F1 – COMPENSATION GRIDS

Compensation grids effective July 1, 2013 through June 30, 2014.

APPENDIX F2 – COMPENSATION GRIDS

Compensation grids effective July 1, 2014 through June 30, 2015.

**APPENDIX G – STATUTORY APPEAL PROCEDURE FOR DISCHARGE,
SUSPENSION, DEMOTION OR REDUCTION IN PAY (M.S. 43A.33, GRIEVANCES)**

No change.

APPENDIX H – HIGH COST CENTERS FOR MEAL REIMBURSEMENT

No change.

APPENDIX I – RIGHTS TO ACCESS AND CONTEST DATA

No change.

APPENDIX J – OTHER POLICIES; STATEWIDE POLICY ON FMLA

Add link to updated Statewide Policy on FMLA and delete policy in Plan.

APPENDIX K – STATE PATROL SUPERVISORS

Chapter 14. Salary Administration.

General Salary Increase. Supervisors covered by this Plan shall receive a salary increase of three percent (3%), rounded to the nearest cent per hour effective July 1, 2013. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2014, all supervisors covered by this plan shall receive a salary increase of three percent (3%) round to the nearest cent per hour. This salary increase also applies to employees whose rates of pay exceed the new maximum of their salary range.

Internal Affairs Differential. Delete language.

Metropolitan District Captain Differential. Add language to include the Commander of the Training and Development Section (TDS), and the Commander of the Capitol Security Section (4600).

APPENDIX L – EMPLOYEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES

No change.

APPENDIX N – DNR DIVISION OF ENFORCEMENT SUPERVISORS

Chapter 2. Hours of Work and Overtime. Add language to count sick leave and holidays as hours worked for the purpose of determine overtime calculations.

Chapter 14. Salary Administration.

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Effective July 1, 2014, all supervisors covered by this plan shall receive a salary increase of three percent (3%) round to the nearest cent per hour. This salary increase also applies to employees whose rates of pay exceed the new maximum of their salary range.

Pay Differentials. Add language, "At the request of the Commissioner of Natural Resources, the Commissioner of Minnesota Management & Budget may authorize a differential for certain positions with additional specialized duties."

Uniforms. Add language for uniforms that is comparable to the amount in the Minnesota Law Enforcement Association Agreement, Article 9 – Uniforms for Conservation Officers for necessary uniform items not furnished by the Appointing Authority.

APPENDIX O – EXPANSION OF SICK LEAVE BENEFITS LETTER

Add Expansion of Sick Leave Benefits Letter to address changes in legislation.